

**SECTION 231 -- SENDING THE ANNUAL PROGRAM PERFORMANCE REPORT TO THE
PRESIDENT AND CONGRESS.**

231 Sending the annual program performance report to the President and Congress.

Summary of Requirement: The agency head must send the annual report to the President and Congress not later than six months after the end of the fiscal year covered by the report.

Every agency submitting an annual plan to Congress must prepare and transmit an annual report for the fiscal year covered by the plan. An annual report need not be prepared if an agency ceases operations prior to the transmittal date.

Your annual report must be transmitted no later than six months following the end of the fiscal year covered by the report. Note that pending legislation would advance the transmittal dates for the FY 2002 annual report to about March 1, 2004, with subsequent reports transmitted by about March 1 in the years following.

For the annual report for fiscal year 2000, this date will be March 31, 2001. Reports may be transmitted earlier. If pending legislation reauthorizing accountability reports is enacted, and you combine the FY 2000 performance report with the FY 2000 accountability report, the combined document must be transmitted by March 31, 2000.

Your annual report is sent to the President and Congress. GPRA requires that the report be transmitted by the head of your agency.

A copy of your annual report to the President is sent to the Director of OMB; this should be noted in your transmittal letter to the President. An advance copy of the report is sent to the appropriate Resource Management Office in OMB at least ten days before its transmittal.

Please note that in preparing the President's budget for FY 2002, OMB will use actual performance information for FY 2000, as it appears in your annual plan. The data on actual FY 2000 performance must be consistent between the annual report and annual plan, and both annual plan and report data must be consistent with the President's budget.

Your transmittal letters to Congress are addressed to the Speaker of the House of Representatives and the President and President pro tempore of the Senate. Copies of the Congressional transmittal are sent to the chairmen and ranking minority members of the budget committees, relevant authorization and oversight committees, appropriation subcommittees, and the chairman and ranking minority member of the Senate Committee on Governmental Affairs and the House Government Reform Committee. At a minimum, you should provide a copy of the annual report to all those in Congress receiving a copy of your agency's annual plan.

Following its transmittal to the President and Congress, your agency's annual report should be made available to the public. You should use electronic means to make the report quickly and readily accessible, such as by posting it on the WorldWideWeb.

**SECTION 231 -- SENDING THE ANNUAL PROGRAM PERFORMANCE
REPORT TO THE PRESIDENT AND CONGRESS**

The pending legislation would require that an agency merging the annual report with its accountability report send the combined document to the President, Congress, and the Director of OMB. The combined document is sent by the agency head.

If you choose to combine your annual report with your annual plan, changes to your customary distribution for the annual plan may be needed. A combined plan and report must be sent to the Speaker of the House and the President and President pro tempore of the Senate. (Annual plans need not be sent to these officials.) The transmitting official for the combined plan and report must be the agency head. (Annual plans may be sent to Congress by an official other than the agency head; see section 220.2.) Agencies should coordinate with the appropriate OMB Resource Management Office on a schedule for providing an advance copy of the combined annual plan and report.